

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:

Japanese Cultural Center of Hawai'i

Amount of State Funds Requested: \$ 299,039

Brief Description of Request (Please attach word document to back of page if extra space is needed):

For the 2019 CIP, JCCH respectfully requests a total of \$299,039: \$238,848 for concrete spall repairs and exterior painting of the JCCH Administration Building and Community Services Building; \$32,639 for turbo core compressor/valves (Admin), and \$27,552 for booster pumps and compressor (4th fl, Community Services).

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ 156,000

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 692,000

Unrestricted Assets:

\$ 3,076,726

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
- Other Non Profit
- Other

Mailing Address:

2454 S. Beretania Street

City: Honolulu State: HI Zip: 96826

Contact Person for Matters Involving this Application

Jacce Mikulanec

Name: Jacce Mikulanec	Title: President and Executive Director
Email: mikulanec@jcch.com	Phone: 808-945-7633

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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Authorized Signature

Jacce Mikulanec, President & Executive Director

Name and Title

1-18-19


Date Signed

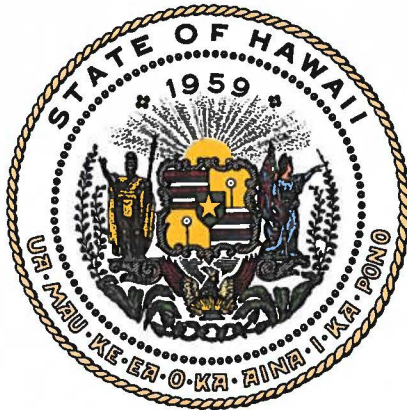
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Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing


AUTHORIZED SIGNATURE JACCE S. MIKULANEC PRESIDENT AND 1/18/19
EXECUTIVE DIRECTOR
PRINT NAME AND TITLE DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

JAPANESE CULTURAL CENTER OF HAWAII

was incorporated under the laws of Hawaii on 05/28/1987 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: July 27, 2018

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Japanese Cultural Center of Hawaii

(Typed Name of Individual or Organization)

1/18/19

(Signature)
Jacce S. Mikulanec

(Date)
President and Executive Director

(Typed Name)

(Title)



JAPANESE CULTURAL CENTER OF HAWAI'I
Honoring our heritage. Embracing our diversity. Sharing our future.

**2018-2019
BOARD OF DIRECTORS**

January 18, 2019

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RONALD HAYASHI

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MAUI REPRESENTATIVE
SCOTT YAGIHARA
KAUA'I REPRESENTATIVE

**PRESIDENT AND
EXECUTIVE DIRECTOR**
JACCE S. MIKULANEC

**Declaration Statement Confirming Compliance with HRS 42F-103 –
Standards for the Award of Grants**

The Japanese Cultural Center of Hawai'i (JCCH) is a 501(c)(3) non-profit corporation incorporated in Hawai'i with a volunteer governing board whose members have no material conflict of interest and serve without compensation. The JCCH is in full compliance with HRS 42F-103.

I. Certification

1. Certificate of Good Standing

Please see attached.

2. Declaration statement

Please see attached.

3. Public purpose

JCCH serves as a primary gathering place in urban Honolulu; in the Mō'ili'ili neighborhood, the JCCH works in partnership with the University of Hawai'i Mānoa, Mō'ili'ili Community Center, Old Town Mō'ili'ili Business Association and the new Innovation Center. Our administrative office building serves as home to organizations such as the Honolulu Japanese Chamber of Commerce, United Japanese Society of Hawaii, KZOO radio, Nippon Golden Network, and two major tea schools utilize the Seikoan teahouse. In addition to the JCCH offices, the administration building houses the Tokioka Heritage Resource Center, a repository for rare historical documents, photos, and books on the history of Japanese in Hawai'i.

The community services building houses the dōjō where eleven different martial arts schools from around Honolulu teach traditional Japanese martial arts – including kendo, karate, judo, and aikido. The historical gallery *Okage Sama De*, with the Ellison Onizuka collection, is also housed on the first floor of the community services building. Through private funding, JCCH hosts over 5000 elementary school children and teachers through the historical gallery. JCCH volunteer docents and interpretive guides lead classes and the public through cultural and historical tours.

The community services building is also home to the Honouliuli Education Center; the center provides visitors with a chance to learn about the history and experience of Japanese Americans who were incarcerated in Hawaii during World War II and services as a starting point for tours to the historical site of the Honouliuli National Monument (located in Kunia).

The Manoa Grand Ballroom, located on the 5th floor of the community services building, serves as the venue for JCCH festivals and is a popular venue for public and private gatherings.

The JCCH serves as a valuable and accessible crossroads for Honolulu and the island of Oahu; bringing together community, business, and cultural organizations in innovative ways while also perpetuating and preserving the history of Japanese in Hawai'i.

II. Background and Summary

1. Brief description of the applicant's background:

Last year, the Japanese Cultural Center of Hawai'i (JCCH) celebrated its 32nd anniversary. In our 32 years, the Japanese Cultural Center of Hawai'i has become a vibrant resource,

strengthening our diverse community by educating present and future generations in the evolving Japanese American experience in Hawai'i.

JCCH's historical gallery, *Okage Sama De, I Am What I Am, Because of You*, is a hands-on classroom for 4,000 elementary and high school students who annually tour the exhibit led by JCCH volunteer interpretative guides. In 2017, we expanded our permanent exhibit to include the story of Ellison Onizuka, Hawai'i's first astronaut. Working with the Ellison Onizuka Memorial Committee and NASA, a long-term loan of artifacts and photos are on public display at JCCH. The Tokioka Resource Center has taken a statewide role in researching and preserving Honouliuli and the 17 Japanese American confinement sites in Hawai'i. The Tokioka Resource Center is also considered to be the first stop for local families researching their family histories from Japan to Hawai'i. JCCH has published a trilogy of books with UH Press including, "Life behind Barbed Wire," by Soga, "Family Torn Apart: The Internment Story of the Otokichi Muin Ozaki Family," and "An Internment Odyssey." JCCH produced the first full-length feature documentary film, "The Untold Story: Internment of Japanese Americans in Hawai'i," and in spring 2018, we released an updated series of mini-documentary films on the internment sites of each county entitled - "Voices behind Barbed Wire." This film will be made available at no cost, to all public high schools throughout the State.

We take pride in our ability to bring together people and organizations through our facilities and our programs. JCCH's partnerships include the National Park Service, World War II Valor in the Pacific, Go For Boke National Education Center, Ellison Onizuka Memorial Committee, Historic Hawai'i Foundation, Honolulu Japanese American Citizens League, University of Hawai'i West O'ahu, University of Hawai'i Mānoa, Matsuri Kauai, Maui Matsuri, Hiroshima Kenjin Kai, Fukuoka Kenjin Kai, Fukushima Kenjin Kai, and the Toshiko Takaezu Artists of Hawai'i.

In addition, we sponsor annual festivals and special events at the JCCH sites for the community--the New Year's 'Ohana Festival, Kodomo no Hi, Shichi Go San and special exhibition in our community gallery and book talks with local authors in our community theater. We have successfully adapted our existing programs and developed new initiatives to meet the changing needs and demographics of Hawai'i's multi-cultural community.

In addition to our educational outreach, cultural programs, exhibits, festivals and special events, JCCH owns and operates our facilities. The Administration Building was designed as an office building to support the headquarters of JCCH and other non-profit organizations. This central gathering place for administrative offices was to create synergy among existing community organizations that shared a common goal of supporting, preserving and perpetuating Japanese and Japanese American history and culture. The Honolulu Japanese Chamber of Commerce, Nippon Golden Network, Japanese Language School, KZOO Radio, United Japanese Society of Hawai'i make their home in the JCCH Administration Building. The four-story office complex was completed in 1991 at a cost of \$3.5 million. Phase II was designed to serve as the public gathering place and completed in 1994 at a cost of \$10.8 million. The JCCH Phase II facility includes the historical exhibit of artifacts and photos that traces the development of the Japanese community in Hawai'i, the Ellison Onizuka Collection, the Honouliuli Education Center, a martial arts dōjō, gift shop, meeting rooms, and a 600-seating capacity banquet hall with a 270-

stall parking garage. A landscaped multi-purpose outdoor courtyard and sky bridge connect the two buildings.

The JCCH is a thriving organization today. It remains committed to preserving Japanese American history, teaching Japanese cultural traditions, and celebrating the diversity of the community by serving as a venue for family events, school reunions, special events, fundraisers, receptions, dinners for a wide variety of organizations in Hawai'i.

In 2018, JCCH was a leading sponsor and support for the statewide Gannenmono celebration – commemorating 150 years since the first Japanese immigrants arrived to Hawai'i. Our volunteers and staff assisted in events both at the JCCH campus as well as at venues around the state; including the official Commemoration and Symposium that brought together scholars and leaders to discuss the Japanese American experience(s) in Hawai'i in terms of the past, present, and future.

With a membership of over 5,000 individuals and families, led by an active volunteer Board of Directors, supported by 11 professional staff and 500 actively engaged volunteers, we advance our mission through relevant programming, meaningful community service and innovative partnerships that enhance the understanding and celebration of our heritage, culture and love of the land. To guide us in this work we draw from the values in our Japanese American traditions and the spirit of Aloha.

2. The goals and objectives related to the request:

The goal of our 2019 request is to assist JCCH with maintenance and renovation of one its greatest asset—its facilities, which serve as community gathering place, public classroom, home of historical archival collections of books, photographs, oral histories and documents related to Japanese in Hawai'i.

To achieve this overall goal, our objectives are to:

1. Identify, evaluate, prioritize and address the capital needs of the public facilities outlined in the reserve study of the JCCH based upon physical and financial analysis;
2. Identify and determine capital projects to be repaired or replaced through the JCCH building fund and projects to be repaired or replaced through public and private funding;
3. Annually monitor and evaluate repair or replacement of facilities projects to ensure building maintenance;
4. Develop short and long-term funding plan to address the priority capital projects.

The JCCH capital reserve plan of 2016 to 2018 identified a total of \$990,490 in replacement and repairs. Replacements, repair and/or modernization projects requiring immediate attention include concrete repair, replacement of exhaust fans, upgrades to the fire alarm system, removal and replacement of failing ceiling insulation in the Manoa Grand Ballroom, retrofitting of interior light fixtures, and parking garage deck sealcoat. We are successfully addressing the highest capital priorities through our building reserve fund, capital fund, private and public sources. These capital expenses incurred by JCCH are estimated to be \$151,165. In addition to

the routine maintenance and repairs to the Administration Building and Community Building, in 2018 the JCCH installed an automated parking control system including the entrance and exit gates at a cost of \$127,000 .

For the 2019 CIP, the JCCH respectfully requests a total of \$299,039 ; \$238,848 for concrete spall repairs and exterior painting of the JCCH Administration Building and Community Services Building, \$32,639 for turbo core compressor/valves (PH1), and \$27,552 for booster pumps and compressor (PH2; fourth floor). These have been identified by our property manager and reserve plan as priority projects.

3. The public purpose and need to be served:

JCCH strives to share the history, heritage and culture of the evolving Japanese American experience in Hawai'i. Our goal is to establish JCCH as a home and leading resource for people in Hawai'i to learn about the history and cultural traditions of Japanese in Hawai'i, to explore their family roots, and pass traditions and values to the next generation.

However, over 20 years of public usage has taken its toll on the JCCH facility. While the JCCH has assumed financial responsibility for general maintenance and routine repairs, the Center faces immediate and significant capital improvements to address structural, safety, and fire standards.

The JCCH respectfully requests support from the State to help protect our greatest asset, improve the Center's facilities, rejuvenate the physical plant, ensure the safety and well-being of the many community users. State funds will be leveraged to raise private funds for additional building repairs and improvements.

4. Describe the target population to be served:

JCCH serves as a gathering place in Honolulu. In the immediate neighborhood, the JCCH works in close partnership with the University of Hawai'i Mānoa, Mō'ili'ili Community Center and the Old Town Mō'ili'ili Business Association (OTMBA).

The JCCH's educational outreach extends beyond the boundaries of Mō'ili'ili to public and private schools on O'ahu as well as schools and teachers on the neighbor islands. The JCCH volunteer docents and interpretative guides lead school classes through cultural lessons and the historical permanent exhibit. The addition of the Ellison Onizuka collection to the historical gallery has broaden our outreach to the island of Hawai'i thanks to the partnership of the Ellison Onizuka Memorial Committee.

The Resource Center, which is staffed by retired educators and librarians, is a repository for historical documents and photos and serves both English-speaking and Japanese-speaking audiences from local Japanese American families to university students, international scholars and filmmakers. JCCH serves as the starting point for educational tours to Honouliuli conducted in partnership with the National Park Service and continues to collect oral histories and artifacts related to Hawai'i World War II confinement sites. Annual special events like the New Year's 'Ohana Festival and Kodomo no Hi are open to the public and feature food booths, Japanese arts

and crafts, cultural demonstrations and entertainment attracting over 10,000 people to the Japanese Cultural Center of Hawai'i. The martial arts dōjō is utilized by eleven different martial arts schools and 3 of the major tea schools utilize the Seikōan teahouse to teach the way of tea.

The Manoa Grand Ballroom serves as the venue for all of JCCH public festivals, major activities and a popular, affordable venue for public and private gatherings for families and organizations. The Ballroom is leased to Marian's Catering and is available seven days a week, year-round. In the past few years, the Manoa Grand Ballroom has been occupied 95% of the time throughout the year.

In addition to the Manoa Grand Ballroom, JCCH is home to the Honolulu Japanese Chamber of Commerce, Honolulu Japanese Junior Chamber of Commerce, United Japanese Society of Hawai'i, The Hawai'i Japanese School, Diagnostic Laboratory Services, Nisei Veterans Legacy, Urasenke Foundation, Nippon Golden Network, and KZOO Radio.

In total, the JCCH remains flexible in its programming and facility usage to accommodate a broad diverse audience and meet a broad range of community needs in the State of Hawai'i.

5. Describe the geographic coverage:

The JCCH has a statewide presence through its membership, board composition, and programming, however, the administrative offices and operations are O'ahu-based. The Board of Directors includes board representation from the islands of Maui, Kaua'i and Hawai'i and JCCH members reside throughout the state, continental United States and Japan.

While the special collections, archival and historical exhibitions are housed in Honolulu, exhibits, genealogy workshops, teacher trainings, book programs, and cultural demonstrations reach beyond Honolulu and Oahu. Last year, JCCH partnered with the Ellison Onizuka Memorial Committee to dedicate the Ellison Onizuka story into its historical exhibition. The permanent installation at JCCH was entirely funded and supported by private donors from throughout the State. JCCH took the lead in preserving the Honouliuli Internment Camp and led the effort to establish it as a national monument by President Barack Obama. In spring 2018, JCCH released a series of mini-documentary films on the 17 confinement sites located on each county in Hawai'i. The mini-documentaries feature new oral histories of former internees and the rediscovery of these historical sites. In addition, JCCH continues to have a presence and participates in the annual Maui Matsuri and cultural festivals in Kaua'i. While retaining our base in Honolulu, we are also committed to remaining relevant to our community throughout the state.

III. Service Summary and Outcomes

1. Describe the scope of work, tasks, and responsibilities:

The JCCH is requesting a total of \$299,039 for capital improvements in 2019; \$238,848 for concrete spall repairs and exterior painting of the JCCH Administration Building and Community Services Building, \$32,639 for turbo core compressor/valves (PH1), and \$27,552 for booster pumps and compressor (PH2; fourth floor).

Scope of Work	Tasks	Responsibilities
Spall Repair of Exterior Surfaces of JCCH	Issue RFP and seek bids from Painting Contractors	Hawaiian Properties on behalf of JCCH
Exterior Painting of JCCH	Issue RFP and seek bids for prime and painting of JCCH Admin and Community Buildings from Painting Contractors	Hawaiian Properties on behalf of JCCH
	Verify contractor license, workers comp coverage, general liability, lead certification; reference checks.	Hawaiian Properties
	Interview, hire and contract with Painting Contractor	Hawaiian Properties and JCCH Facilities Committee, JCCH Board of Directors
	Schedule work. Determine color, materials, product	Hawaiian Properties
Replace turbo core compressor	Issue RFP and seek bids from AC contractors for removal and installation of turbo core compressor.	Hawaiian Properties on behalf of JCCH

	Verify contractor license, workers comp coverage, general liability; reference checks.	Hawaiian Properties
	Interview, hire and contract with AC Contractor	Hawaiian Properties and JCCH Facilities Committee, JCCH Board of Directors
	Schedule work.	Hawaiian Properties
Replace booster pumps and compressor (PH2; fourth floor)	Issue RFP and seek bids from contractors for removal and installation of booster pumps and compressor	Hawaiian Properties on behalf of JCCH
	Verify contractor license, workers comp coverage, general liability; reference checks.	Hawaiian Properties
	Interview, hire and contract with selected Contractor	Hawaiian Properties and JCCH Facilities Committee, JCCH Board of Directors
	Schedule work.	Hawaiian Properties

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service:

Exterior spall repair and painting

Estimated completion time	Repair or Replacement Item	Description	Projected Cost
2 months	Prepare RFP & solicit proposals	Property Manager, Hawaiian Properties, to work with Facilities Committee and President/ED to issue	0

2 months	Interview & hire Contractor	Property Management, Facilities Committee and Pres/ED to interview and recommend contractors. Board of Directors to approval contract	0
1.5 months	Spall repairs to exterior buildings begins	Estimate based upon visual field inspection; repairs to include slab edge, side horizontal, vertical wall, overhead, rout & caulk cracks, delamination, and peeling/blistering repairs	\$25,200
4 months	Painting: Administration and Community Services Buildings	Exterior and 5 th floor lanai	\$213,648
			\$238,848

Replacement of turbo core compressor:

Estimated completion time	Repair or Replacement Item	Description	Projected Cost
2 months	Prepare RFP & solicit proposals	Property Manager, Hawaiian Properties, to work with Facilities Committee and President/ED to issue	0
2 months	Interview & hire Contractor	Property Management, Facilities Committee and Pres/ED to interview and recommend contractors. Board of Directors to approval contract	0
1 month	Schedule and complete removal of existing	Property Manager, Hawaiian Properties to work with Contractor,	

	compressor	Facilities Committee and President/ED to complete work.	\$12,000
2 months	Schedule and complete installation of new compressor	Property Manager, Hawaiian Properties to work with Contractor, Facilities Committee and President/ED to complete work.	\$20,639
			\$32,639

Replacement of booster pumps and compressor (PH2; fourth floor):

Estimated completion time	Repair or Replacement Item	Description	Projected Cost
2 months	Prepare RFP & solicit proposals	Property Manager, Hawaiian Properties, to work with Facilities Committee and President/ED to issue	0
2 months	Interview & hire Contractor	Property Management, Facilities Committee and Pres/ED to interview and recommend contractors. Board of Directors to approval contract	0
2 months	Schedule and complete removal of existing booster pumps and compressor	Property Manager, Hawaiian Properties to work with Contractor, Facilities Committee and President/ED to complete work.	\$10,000
3 months	Schedule and complete installation of new booster pumps and compressor	Property Manager, Hawaiian Properties to work with Contractor, Facilities Committee and President/ED to complete work.	\$17,552
			\$27,552

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results:

Upon notification of receiving the grant award, the President/Executive Director will assemble key staff, Board chairman, Facilities Committee chairman, representatives from Hawaiian Properties, Ltd., and ABM to review scope of work, assign specific responsibilities, define timeline and benchmarks to measure progress. Monthly meetings will be conducted with key staff, Board Facilities Committee, Board Chairman, and Hawaiian Properties, Ltd. to coordinate RFP and monitor work to ensure the capital repairs and/or replacements are completed on time and on budget. Bi-monthly written reports will be provided by Hawaiian Properties, Ltd. to the President/Executive Director and the JCCH Board of Directors. At the completion of each project, a joint, comprehensive written evaluation of the results will be conducted by the JCCH Facilities Committee and Hawaiian Properties, Ltd.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency):

JCCH will provide three progress reports and one final report to the Department of Accounting and General Services (DAGS) on the installation, repairs and painting at the Japanese Cultural Center of Hawai'i. Assuming a Jan 1 - Dec 31 calendar year, the reporting period would be: Quarter 1 from Jan to March; Quarter 2 from April to June; Quarter 3 from July to September. The fourth quarter will be the final report encompassing the 4th Quarter activities and a comprehensive summary of the project upon conclusion.

These reports will include, but not be limited to: (1) Project Summary; (2) Current Activities; (3) Activities for next 90 days; (4) Issues; (5) Financial Costs, including budget, cash flow, reserve status, contract status; (6) Project Schedule; (7) Project Reports. The Final Report will also include photos.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request:

Attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year:

Based upon a January – December calendar:

Exterior spall repair and painting:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
0	\$78,900	\$106,100	\$53,848	\$238,848

- Quarter 1: Prepare, post, solicit, evaluate RFPs for spall repair and exterior painting. (\$0)
- Quarter 2: Hire and retain contractor. Begin and complete spall repair (\$25,200) and painting (25% of estimate \$254,800). (\$88,900)
- Quarter 3: Continue work on exterior painting. (\$127,400)
- Quarter 4: Complete exterior painting. (\$63,700)

Replacement of turbo core compressor:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
0	\$12,000	\$20,639	0	\$32,639

- Quarter 1: Prepare, post, solicit, evaluate RFPs (\$0)
- Quarter 2: Hire and retain contractor. Begin work on replacing turbo core compressor (\$12,000)
- Quarter 3: Complete replacement of turbo core compressor (\$20,639)
- Quarter 4:

Replacement of booster pumps and compressor (PH2; fourth floor):

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
0	0	\$10,000	\$17,552	\$27,552

- Quarter 1:
- Quarter 2: Prepare post, solicit, evaluate RFPs (\$)
- Quarter 3: Hire and retain contractor. Begin replacement of booster pumps and compressor (\$10,000)
- Quarter 4: Complete replacement of booster pumps and compressor (\$17,552)

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018:

We will be seeking additional private sources of funding to address the remaining capital improvement needs of the Japanese Cultural Center of Hawai'i. In addition to tapping into private revenues raised by JCCH through its Building Fund, approaches will be made to the JCCH membership, individual and corporate donors to address the other pressing capital needs of the Facilities.

In addition, JCCH will seek funds from Monsanto Hawai'i (\$20,000), Atherton Foundation (\$20,000), and the Tateiuchi Foundation (\$10,000) to support its program and operations.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years:

Not applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2020 for program funding.

2018: Hawaii Tourism Authority – CEP. \$10,000 for the 2019 New Year's Ohana Festival.

2017: State of Hawaii, CIP. \$208,000 CIP to seal coat the 2nd floor of its parking garage

2015: Total of \$75,000 received from private sources to install Wi-Fi, renovate the JCCH Community Gallery into the Honouliuli Education Center, and improve the technology in the JCCH Theater (\$25,000 Freeman Foundation, \$20,000 Monsanto Hawaii, \$10,000 Japan Travel Bureau, \$15,000 from individual donors).

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

Total unrestricted assets as of 12/31/18: \$3,076,726

V. Experience and Capability

1. Necessary Skills and Experience

JCCH retains Hawaiian Properties, Ltd. as its property management company to oversee the day-to-day operations of its facilities and property, coordinate bids and proposals from vendors,

supervise facilities repairs and maintenance, monitor plant budget and serve as liaison to the board's Facilities Committee and staff. The property manager oversees the routine building maintenance and services provided by ABM Family of Services.

In addition to the professional property manager and maintenance support, the Japanese Cultural Center of Hawai'i staff has years of experience of managing grant awards to support capital improvements to its facilities. The JCCH has received funding from the City and County of Honolulu's Community Development Block Grant for ADA compliance (\$50,000). In 2008, the JCCH received \$325,000 grant in aid funds to replace the air conditioning units in Phase I and Phase II. JCCH also received a State GIA of \$208,000 in 2017.

JCCH has also been a beneficiary from many foundations including the Weinberg Foundation, Harold K.L. Castle Foundation, Freeman Foundation, Monsanto Hawaii, and the Atherton Family Foundation, all of whom have supported capital improvements. Significant federal, state and county support has been provided to JCCH educational programs; most significant are a series of projects supported by the Japanese Confinement Sites Grant Program of the National Park Service of the U.S. Department of the Interior. The JCCH takes pride in its grant management, grant reporting and completing its projects on budget and on time.

Verifiable experience of related projects in the past three years include:

- 2018: Hawaii Tourism Authority – CEP: New Year's Ohana Festival. \$10,000.
- 2017: State of Hawaii, CIP. \$208,000 CIP to seal coat the 2nd floor of its parking garage
- 2015: Total of \$75,000 received from private sources to install Wi-Fi, renovate the JCCH Community Gallery into the Honouliuli Education Center, and improve the technology in the JCCH Theater (\$25,000 Freeman Foundation, \$20,000 Monsanto Hawaii, \$10,000 Japan Travel Bureau, \$15,000 from individual donors).

2. Facilities

The JCCH facilities were built in the early 1990's with a total construction cost of \$15 million. Designed to evoke a Japanese influence on contemporary Hawai'i, the JCCH serves as a gathering place to learn Japanese American history, Japanese cultural traditions and as a place to celebrate the diversity of Hawai'i. In total, the two-building complex sits on 1.3 acres of land with 47,635 square feet of rentable space.

This proposal is seeking support 1) for the exterior painting and spall repairs to the 5 floor structure of the permanent historical exhibit, community gallery, gift shop, meetings rooms, martial arts dōjō, and Manoa Grand Ballroom, and the 4-storied Administrative Offices. This facility also includes a 270-stall parking garage; 2) for necessary repairs to the Phase 1 AC chiller; 3) booster pump and compressor to ensure water pressure in Phase 2 – ensuring safe water pressure above the fourth floor.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training:

The President and Executive Director, **Jacce Mikulanec**, has the overall responsibility for the grant and the project. He serves as liaison to coordinate efforts between the Board of Directors, Facilities Committee, Hawaiian Properties and ABM Family of Services. Prior to his employment with the Japanese Cultural Center of Hawai'i, Jacce served as a manager of government relations for Hawaii Medical Service Association. He also served as Policy Director for the Good Beginnings Alliance (renamed the Hawaii Children's Action Network) where he helped fundraise for and organize campaigns and programs to expand early learning opportunities for children in Hawai'i. He also serves on the Board of Directors for the Gregory House and Manoa Valley Theatre.

Richard Char, Senior Property Manager, Hawaiian Properties, the oldest locally owned and operated property management company in the State, will serve as project director.

Chair-elect of the Board of Directors, **Ken Hayashida** is the President and founder of KAI Hawaii since 1995. With a Master's degree in Civil Engineering from Stanford University and over 28 years of experience in the field of structural engineering, he has managed various civil and structural engineering projects in locations such as California, Hawaii, Guam, Palau, and American Samoa. He has performed work for the Counties in Hawaii, State Agencies (including DAGS, HHA, and DOT), U.S. Navy-Pacific Division, U.S. Navy-Public Works Center, U.S. Army Corps, the Republic of Palau, American Samoa Government, and numerous private developers and owners.

Mr. Hayashida has been recognized for his achievements and leadership both Statewide and Nationwide. A few of his awards include having received the Engineer of the Year award by the National Society of Professional Engineers in 2007 and the Distinguished Alumni Award from the University of Hawaii College of Engineering in 2013.

Ron Hayashi, is currently the Chair of the Facilities Committee and at-large member on the JCCH Board of Directors. Hayashi currently serves as President of HCCS Consulting Associates.

Charles Cabral of ABM Family Services is employed by JCCH to manage the daily property maintenance issues. The on-site building engineer is responsible for recurring service of the facility's air conditioning, and other mechanical equipment. The engineer also assists with project renovations, plumbing repairs and minor electrical repairs.

2. Organization Chart

Please see attached organization chart.

3. Compensation

The Board of Directors and the Board of Governors serve as volunteers and received no monetary compensation. The highest paid employees of the organization are:

Jacce Mikulanec, President and Executive Director: \$110,000

Jamie Lee, Director of Finance: \$89,000

Allyson Nakamoto, Director of Education: \$54,000

VII. Other

1. Litigation

The Japanese Cultural Center of Hawai'i has no pending litigation to which they are a party.

2. Licensure or Accreditation

The Japanese Cultural Center of Hawai'i is committed to working with certified licensed contractors in their respective fields of specialty for the defined scope of work. The JCCH will do its due diligence and contact the Department of Commerce and Consumer Affairs to ensure that the contractors are fully licensed and insured. JCCH will enter into a valid contract with certified licensed contractors and execute the contract terms within the specified time.

3. Private Educational Institutions

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.


4. Future Sustainability Plan

The JCCH Board of Directors, with the assistance from its property manager, Hawaiian Properties, Ltd., continues to evaluate the day-to-day operations and facilities, tenant leases, rentals, and seeks updated bids and proposals from parking management companies, landscapers, and facilities maintenance to ensure quality service and competitive costs. Currently, the Board of Directors is exploring new long-term options for the leased spaces in the administration and community services building. The JCCH continues to build its capital endowment through planned and long-term investments.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

App Japanese Cultural Center of Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	299,039			
TOTAL (A+B+C+D+E)	299,039			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	299,039	Jacce S. Mikulanec	808-945-7633	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1-18-19	43,483
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	299,039	President and Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: _____ Japanese Cultural Center of Hawaii _____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ -
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Japanese Cultural Center of Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Japanese Cultural Center of Hav

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	0	0	299039	0	0	0
EQUIPMENT						
TOTAL:			299,039			
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: _____ Japanese Cultural Center of Hawaii _____

Contracts Total: 1,115,014

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	CEP: New Year's Ohana Festival and Shi Chi Go San	2018	HTA	State of Hawaii	10,000
2	CEP: New Year's Ohana Festival	2017	HTA	State of Hawaii	10,000
3	CIP: Protecting Historical Collections: Sealcoating the 2nd Floor of Phase II	2017	State	State of Hawaii	208,000
4	Grant: Hawaii Japanese Wartime Evacuees	2017	National Parks Service	U.S. Department of Interior	109,912
5	Grant: Directory of Japanese American Internees of Hawaii	2017	National Parks Service	U.S. Department of Interior	45,900
6	Grant: Hawaii Japanese American Internment: Short Documentaries from the Counties of Kauai, Oahu, Hawaii, and Maui	2016	National Parks Service	U.S. Department of Interior	215,502
7	Grant: Power of Place, the Archaeology of Hawaii's Internment Sites	2016	National Parks Service	U.S. Department of Interior	38,600
	CEP: New Year's Ohana Festival	2016	HTA	State of Hawaii	14,000
8	GIA: Preserving and Sharing Honouliuli	2016	DCS	City & County of Honolulu	13,100
9	GIA: Fireproofing & Energy Efficiency of the Manoa Grand Ballroom	2014	State	State of Hawaii	450,000
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JAPANESE CULTURAL CENTER OF HAWAI'I
Honoring our heritage. Embracing our diversity. Sharing our future.

Organizational Chart

